

STEPS TO APPLY FOR A BUILDING PERMIT ONLINE.

Use Windows Explorer Web Browser Only.

Entering the project information

1. Open web page <https://forms.duchesne.utah.gov/planreview>
2. On your first use click “Register” and check the box that you agree to the terms and conditions. Then click the next Button. Enter a user name (user name will not have any blank spaces). The rest is self-explanatory. When all of your information is entered click the “Create” button. Once your account is created you will log in to your account to submit all new projects.
3. When logged in to your account, Select type of permit you wish to apply for from the drop down menu on the left of the screen.
 - a. Agricultural – Buildings that may be exempt from permits.
 - b. Business License – Changing the use of an existing building to a commercial use.
 - c. Commercial – Any building, addition, remodel or renovations or repairs that will be used as other than residential use.
 - d. Electrical - Any electrical system installation or alteration.
 - e. Illegal Building - Buildings that have been placed or built without the proper building permit.
 - f. Mechanical - Any HVAC system replacement or alteration.
 - g. Plumbing - Water heater replacements or plumbing system alterations.
 - h. Residential - Typical one and two family dwellings, residential additions, remodels and renovations or repairs.
4. Select “Add Project” Button.
5. Fill in the Name Box at the top center of the page.
6. On the “Building Permit Application” tab, fill in all the information you have. Boxes with red * are required or the form will not be accepted.
 - a. When filling in the “Proposed Use Of Structure” box, be as specific and as descriptive as possible. Example; a house would be listed as a “Single Family Dwelling”. If you are applying for a commercial permit, be as specific about the use of the building as possible. Example: A shop would need a specific description as to the activity being done in the shop. Beauty Shop, Welding Shop, Auto Mechanic Shop etc.
 - b. The “Parcel / Assessors Serial Number” can be found on your tax notice or a property printout from the county.
 - c. The information for the “Property Location / Legal Description:” box can be found on your tax notice or a property printout from the county. Legal descriptions can be long so at least the section, township and range is acceptable.
 - d. Show the “Total Property Area” in “Acres”
 - e. Total Building Site Area would be the area of the property that will be disturbed during the construction of the building. Example; A 2000 square foot building foot print will disturb around 3000 square feet for excavation and final grading around the building.
7. Be sure to check if the building is to be built by the “Owner / Builder” or if it will be built by a “General Contractor”. Note: For **residential projects only**, if the owner intends to do any part of the construction, they are considered the general contractor and must fill out and submit a notarized Owner / Builder form. Or they may be on the payroll of the General Contractor or one of the subcontractors for the Electrical or Plumbing trades if either of those trades is the part they want to do.
8. On the “Contact Information” tab provide the information for your designer, engineer and contractors if known. All of this can be added at a later date if not known at this time.
9. When you have the forms filled out, scroll to the bottom and select the “Add” button. If you get an error that says “Associated review type information did not submit successfully. Please correct and resubmit”, the system has timed out. You will need to start over with your log in.

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Uploading Plans And Documents

Once the basic information is filled in you will be directed to a screen that looks like this.

The screenshot shows a web browser window with the URL <https://forms.duchesne.utah.gov/PlanReview/Plan/ProjectInformation>. The page title is "Plan Review". The navigation bar includes "Projects", "Settings", and "Profile". The main content area has tabs for "Project Information", "Plan Documents", "Review Documents", "Approved Documents", "Related Projects", and "Project Invitations". The "Plan Documents" tab is highlighted with a red circle. The left sidebar shows project details: Project 2017-53, Group <None>, Name John Doe, Status Plan Submission, Review Status None, and Actions Submit for Review. The main form area displays "Project Information" with fields for Name (John Doe), Identifier (2017-53), Alternate ID, and Review Type (Residential). Below this is "Site Address" with fields for Address, City, State / Province / Region, and Postal Code. The "Additional Information" section includes tabs for Building Permit Application, Contact Information, Special Approvals, Building Fee Schedule, and Zoning. The "Contact Information" tab is active, showing fields for Architect of Record and Engineer of Record, each with Name, Mailing Address, Office Phone, State License Number, E-Mail Address, and Mobile Phone. A note at the bottom says "Please use Internet Explorer".

Click on the “Plan Documents” tab.

The screenshot shows the same web browser window, but the URL is now <https://forms.duchesne.utah.gov/PlanReview/Plan/ViewDocuments>. The page title is "Plan Review". The navigation bar includes "Projects", "Settings", and "Profile". The main content area has tabs for "Project Information", "Plan Documents", "Review Documents", "Approved Documents", "Related Projects", and "Project Invitations". The "Plan Documents" tab is active. The left sidebar shows project details: Project 2017-53, Group <None>, Name John Doe, Status Plan Submission, Review Status None, and Actions Submit for Review. The main form area displays a note: "Note: Plan Documents must be .PDF format, maximum file size 50 MB." Below the note are buttons for "Browse...", "Clear", "Upload", "Cancel", and "Edit Names". The "Browse..." button is highlighted with a red arrow. The status is "Status: Ready". A note at the bottom says "Please use Internet Explorer".

Click on the “Browse...” Button. This will let you select the files you want to submit for the building permit. Files must be in PDF format with a file size no larger than 50 MB.

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Plan Review

Project Information | Plan Documents | Review Documents | Approved Documents | Related Projects | Project Invitations

Project: 2017-53
Group: <None>
Name: John Doe
Status: Plan Submission
Review Status: None
Actions: Submit for Review

Note: Plan Documents must be PDF format, maximum file size 50 MB.

Browse... Clear Upload Cancel Edit Names Status: Ready

Name	Discipline	Sheet Type	Description	Revision	Upload Status	Actions
<input type="checkbox"/> Bret Miller For Structural - STAMPED 2017-12-08 Reduced	Select Discipline	Select Sheet Type		New	Pending Upload	
<input type="checkbox"/> HVAC Cals	Select Discipline	Select Sheet Type		New	Pending Upload	
<input type="checkbox"/> Miller Structural Calculations	Select Discipline	Select Sheet Type		New	Pending Upload	
<input type="checkbox"/> Structural Calcs	Select Discipline	Select Sheet Type		New	Pending Upload	
<input type="checkbox"/> Trusses	Select Discipline	Select Sheet Type		New	Pending Upload	

Please use Internet Explorer

Discipline drop down menu boxes.

Sheet Type drop down menu boxes.

After you have selected the files you want to submit, you must select the discipline the document belongs to and name the sheet type.

Plan Review

Project Information | Plan Documents | Review Documents | Approved Documents | Related Projects | Project Invitations

Project: 2017-53
Group: <None>
Name: John Doe
Status: Plan Submission
Review Status: None
Actions: Submit for Review

Note: Plan Documents must be PDF format, maximum file size 50 MB.

Browse... Clear Upload Cancel Edit Names Status: Ready

Name	Discipline	Sheet Type	Description	Revision	Upload Status	Actions
<input type="checkbox"/> Bret Miller For Structural - STAMPED 2017-12-08 Reduced	Architectural	Full Plan Set		New	Pending Upload	
<input type="checkbox"/> HVAC Cals	Mechanical	Heat Loss Calculations		New	Pending Upload	
<input type="checkbox"/> Miller Structural Calculations	Structural	Structural Calculations		New	Pending Upload	
<input type="checkbox"/> Structural Calcs	Structural	Structural Calculations		New	Pending Upload	
<input type="checkbox"/> Trusses	Structural	Truss Package		New	Pending Upload	

Please use Internet Explorer

Upload Button

Identified documents.

You can add Additional detailed description information in these boxes.

Status of the documents to be uploaded.

After you have identified the documents, click the "Upload Button". It will ask you if you are sure you want to upload the documents. Check your list and click "Yes".

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Project Information | Plan Documents | Review Documents | Approved Documents | Related Projects | Project Invitations

Project: 2017-53
Group: <None>
Name: John Doe
Status: Plan Submission

Review Status: None

Actions: [Submit for Review](#)

Note: Plan Documents must be .PDF format, maximum file size 50 MB.

Browse... Clear Upload Cancel Edit Names Status: Done

	Name	Discipline	Sheet Type	Description	Revision	Upload Status	Actions
<input type="checkbox"/>	Bret Miller For Structural - STAMPED 2017-12-08 Reduced	Architectural	Full Plan Set		1	Success	
<input type="checkbox"/>	HVAC Cals	Mechanical	Heat Loss Calculations		1	Success	
<input type="checkbox"/>	Miller Structural Calculations	Structural	Structural Calculations		1	Success	
<input type="checkbox"/>	Structural Calcs	Structural	Structural Calculations		1	Success	
<input type="checkbox"/>	Trusses	Structural	Truss Package		1	Success	

Please use Internet Explorer

Submit for Review button.

Status of the documents uploaded.

At this point check and make sure you have all of the documents you want to upload. You can still add more or if one failed, example building plan may exceed the 50MB, you can split it up into smaller documents and try again. Example plans can be submitted as separate disciplines, Architectural, Structural, Mechanical, Plumbing, Electrical etc.

Once you are certain your submittal package is complete, click the “Submit for Review” on the left center of the screen.

And that’s it. The permit package is in the hands of the Review Coordinator the will review the information submitted and either send it on to the departments that need to review and approve the documents or send it back to you for any missing information needed.